

NORTH HILL VILLAGE HALL
Annual User Group Meeting Minutes
Tuesday 8th January 2019

Present

Nicola Barker (NB), Jane Terry (JT), Susan Boggis (SB), Jen Bousfield (JB), Judith Woods (JW), Hayley Budge (HB), Mary Budge (MB), Cedric Wheeler, Frankie Barrett, John Parker, Jean Merrett

Apologies

David Daniels (DD) Alison Haywood (AH), Under 5's Playgroup, Good Companions

1. Key Holder Updates

User groups were reminded that if the person responsible for the hall key changes that a new Key Holder Agreement should be signed and completed.

2. Risk Assessments

User groups were reminded that the risk assessments should be reviewed regularly (at least annually) and always when new tools/equipment are being introduced.

3. Insurance

NB advised that the items/equipment supplied by the Hall Committee will be covered under the hall's insurance liability cover should they be found faulty/defective. The use of this/any equipment should be done so using the points detailed in the risk assessment carried out by the user group. Improper use of hall equipment and or lack of risk assessment would not be covered by the hall's policy. Some equipment belonging to Panto Group, Art Group and Playgroup is covered for loss and damage inside the building only and therefore a separate policy for liability would need to be obtained by the user groups themselves. Any other equipment used at the hall but not owned by the Hall Committee, is not covered by the Hall Policy.

4. Storage

User groups were advised that there is storage space available in the loft space above the kitchen. Any group interested in using this space or in need of changing/improving the current spaces they use, should inform the committee of their requirements. Reassurances were given that the space available would be allocated with the consideration of all user group needs. Due to the recent mice in two of the corridor storage cupboards user groups were asked not to store food and drink at the hall.

5. Heating

Discussions took place regarding the poor performance of the new heating in the hall. A test was carried out during the meeting (lasting just over 1 hour) showing user groups how to switch on the heaters and reminding them not to press any buttons on the LCD display. The heaters were set to 33C with the hope of the room reaching a comfortable temperature but it is a possibility that this was not achieved because of the low wattage output each radiator has. SB will contact Philip Hart to discuss the problem. SB will also ask for clarification of how the motion sensor works on the heaters.

6. Kitchen

User groups were advised that the committee was disappointed that at times, the standards of cleanliness/hygiene in the kitchen were not being kept. In particular milk and coffee granules were falling into the blue crockery boxes/containers which was causing mold to grow. Frankie Barrett advised that she had found that the cups were not being cleaned properly as there are sometimes tea/coffee stains left inside the white cups. It was also recorded that white stickers were being found (both on the inside and outside) of bowls which are both unhygienic and difficult to remove. All users groups were asked to ensure that due to health and hygiene reasons stickers/labels should not be used on crockery that is used to hold food or drink.

7. Hall Cleanliness/Lights

User groups were advised that the committee is still receiving complaints regarding the tidiness of the hall on arrival. Lights are being left on, chairs not put away and unwashed crockery in the kitchen amongst other things. Our neighbour's continue to be inconvenienced with the lights on the outside of the hall being left on and committee members are being called out late at night because of this.

8. Lighting of Rear Car Park

The Parish Council have installed a flood light to the rear of the hall to light the new parking area. The on/off switch is on the wall next to the cleaning cupboard in the lobby.

9. Fundraiser Use of the Hall

User groups were reminded that the committee would like to continue to support a fundraising event by offering free use of the hall and facilities.

10.AOB

Table Tennis group pointed out that the Art group were still using glass frames. Although they are generally displayed on the top rail they still present potential harm should they break as a result of being hit by a ball. Frankie advised she would advise the Art group of the concerns. The Table tennis group would also ask that all user groups stack tables and keep the general area around the Table Tennis tables tidy and accessible.

Compliments were given to the Art group for the quality of the beautiful artwork displayed that is enjoyed by so many.

Frankie Barrett asked if the Hall Committee Meeting Minutes could be included in the Parish Magazine. The Hall Committee felt that the magazine is not the right platform for this and will ensure the minutes are available to download from the hall website, a hard copy is pinned to the hall notice board and the Hall Secretary will email a copy to Frankie each month. A conversation took place regarding user groups joining the monthly meetings and the committee welcomed all to come along and be involved in the management and up keep of hall facilities.